



FACULTY NEWSLETTER



From the
Dean of Academic Services
and the

Dean of Technical/Occupational Services

February 21, 1992

Vol. 2, No. 7

KEMPSTER TO ASSUME NEW DUTIES

Humphrey Lee, Dean of Students, has announced that Dr. Joan Kempster, Assistant to the Dean of Students, has been appointed Assistant Dean of Students. Dr. Kempster assumes the new position immediately. In her new position, she has responsibility for Admissions and Records and Financial Aid.

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SHELTON FOURTH LARGEST ON FALL QUARTER ENROLLMENT REPORT

On January 31, 1992, the Chancellor's Office released the Preliminary Fall Quarter Enrollment Summary for the Alabama College System. According to this report, Shelton State ranked **fourth** in the System, generating **58,886 credit hours**. This converts to **3,925 FTE** (Full-time Equivalent students). The top three Alabama two-year colleges are **Calhoun, Jeff State, and Gadsden** with 83,575 (5,571 FTE), 73,453 (4,896 FTE), and 71,544 (4,769 FTE) credit hours respectively.

Shelton State had a **headcount** of **5,337** which also ranked fourth in the System behind Calhoun (5,571), Jeff State (4,896), and Gadsden (4,679).

The statistics above do not include the numbers for Training for Business and Industry (TBI). Shelton State ranked **first** in TBI **headcount**, serving 1,663 students. On the other hand, Shelton State ranked **sixth** in the number of TBI student contact hours. Shelton State TBI produced 12,707 student contact hours. Alabama Southern (formerly Patrick Henry and Hobson

Tech) ranked first in student contact hours with 56,832.

In terms of credit hours produced, the **top disciplines** in the **Occupational/Technical Division** are as follows:

Discipline	Credit Hrs
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Practical Nursing	3502
Cosmetology	1095
Electrical Technology	698
Ind Electronics Tech	647
Cabinetmaking	615

In terms of credit hours produced, the **top disciplines** in the Academic Services Division are as follows:

Discipline	Credit Hrs
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English	8833
Mathematics	8739
Psychology	2628
Business	2543
Fire Science	2353

Please note that credit hours in the Occupational/Technical Division are funded at a substantially higher rate than those produced in the Academic Services Division.

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MAKE-UP TEST FILE IN LIBRARY

As a service to the faculty, the libraries on each campus act as a pick-up and drop-off point for make-up tests. In order to make this library activity function as easily and as effectively as possible, please do the following:

1. Fill-in the make-up test log for all tests left for students in the library. Please be sure



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MAKE-UP TEST FILE (cont.)

to provide all of the information requested (date, instructor's name, class/section, and student's name) for each test.

Students will be required to sign out each test that is taken from the file.

2. Be sure to write the student's name on each test. This way the right test will get to the right student.
3. Be specific in your directions to students about where students are to return their completed tests. Library personnel will monitor neither test-taking nor the return of tests to the instructor.
4. Each instructor is responsible for picking up his (or her) own tests from the library. Anyone who asks a student to pick-up a test from the file should send a written note or make a phone call. Otherwise, tests will not be released to students.
5. Remove all make-up tests at the end of each quarter.

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**PROCEDURE FOR PRINTING
TO BE DONE OUTSIDE THE COLLEGE**

Linda Grote has called attention to the fact that we have not adequately informed faculty about the procedure which should be followed for printing projects that have to be done outside the College. We hope that the following goes some direction toward a remedy for that shortcoming.

Most of the printing needs of the faculty can be handled in-house. Nonetheless, there are printing

projects that need to be done outside the College.

If you have printing to be done outside the College, please be aware of a couple of things. **First**, earlier this year, the Business Office issued a bid for as much of the outside printing as could be anticipated. That bid was won by **Camco, 1955 22nd Street, in Northport**. Your printing project may be covered under the provisions of this bid. If so, the project must be printed by Camco. Check with **Jim Hunter** in the Business Office to determine if your printing project falls under the provisions of the Camco bid.

Second, if your outside printing project is not covered by the Camco bid, in all probability it will have **to be bid separately**. Jim Hunter can give you the necessary guidance on this requirement as well.

We are sorry for any inconvenience the absence of this information may have caused you.

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INFORMATION LITERACY

In Fall 1991 issue of Vision, the Maricopa Community Colleges' Journal of Teaching and Learning, **Georgia Dillard**, Educational Services Librarian, describes "an information-literate person".



AN INFORMATION-LITERATE PERSON:

Bases decisions on information. Does not accept the printed word--or any single source--as the final authority. Searches for evidence. Evaluates the authority of the evidence. Distinguishes between popular and scholarly sources, and uses each in appropriate situations.



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INFORMATION LITERACY (cont.)

Distinguishes between relevant and irrelevant information for a particular need. Can deal with contradictory evidence and conflicting opinions.

Thinks of the library as an obvious information source. Uses catalogs and indexes to locate materials. Understands scholarly documentation and uses it in the pursuit of evidence. Knows when and how to ask for help from the reference librarian. Follows an intelligent strategy and searches systematically. Evaluates resources appropriately rather than settling for the most easily found data.

Operates a personal computer. Has mastered at least one software package at a reasonably sophisticated level. Can follow directions to develop a working knowledge of different software as needed. Knows when and how to use the newer technologies, such as videodiscs and CD-ROM databases.



Is aware of the need to continue to learn. Continues to learn the intellectual skills necessary to understand the information found, process it, synthesize and integrate it, solve problems with it, and communicate it to others.

Is "television literate." Understands how ideas are communicated visually and how certain effects are achieved in television. Questions the content of television programs. Views and listens analytically and critically.

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"Nothing is so fatiguing as the eternal hanging on of an uncompleted task." William James

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NEW FACULTY REPS TO
SHELTON STATE FOUNDATION

Wynora Freeman and Steve Fair have been selected to the Board of Directors of the Shelton State Community College Foundation. Wynora will represent the faculty from the Skyland Campus, and Steve will represent the faculty from the Fifteenth Street Campus and the Alabama State Fire College.

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UA GRAD STUDENTS INTERNS
IN SHELTON LIBRARY

Jill Jones, a graduate student from the UA School of Library and Information Studies, is serving an internship in academic libraries at Shelton State this semester. She has been working at the circulation desk in the evenings as well as working on a collection development projected related to the new course on world literature. Also, Jill has prepared a bulletin board on "Cultural Diversity at Shelton State," which pinpoints the countries of international students currently enrolled at the College. This bulletin board is in the library on the Skyland Campus.

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BESTSELLERS MISSING



The library wants everyone to read and enjoy books from its bestseller collection, but, please, return the bestsellers you check out within three weeks. The library has over one-hundred bestseller titles, but only a few circulate routinely.

Do not deny others the enjoyment of reading current books and help the library justify the expense of maintaining the bestseller collection by increasing circulation statistics.

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A REMINDER RE: POSTING GRADES



Please remember that grades
MUST NOT be posted either by
student name or social
security number.

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**OVERHEAD PROJECTORS
TO BE HELD ONLY 15 MINUTES**

The Library has announced that due
to the increased demand for overhead
projectors, the AV Department will
hold previously scheduled projectors
for fifteen minutes and then release
them upon request.



**NIGHT
ADMINISTRATIVE DUTY
FOR MARCH**



March 9	Gil Kibler
March 10	Lucy Kubiszyn
March 11	Hugh Kynard
March 12	William Langston
March 16	Humphrey Lee
March 17	Robert Nix
March 18	Charles Payne
March 19	Mary Ann Pearson
March 23	Jim Purcell
March 24	Rick Rogers
March 25	Dennis Sampson
March 26	Rick Shelton

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NEW EMERGENCY LEAVE POLICY

The College has adopted a new
emergency leave policy for all non-
instructional personnel.

POLICY FOR EMERGENCY LEAVE

An emergency is defined as:

**a situation or occurrence of a
serious nature, developing sud-
denly and unexpectedly, and
demanding immediate action.**

Employees under Salary Schedule A,
B, C, E, and H are eligible for
three emergency leave days a year,
effective upon date of employment.
Emergency leave will be granted at

the president's discretion and can
be expected in the following
situations. The employee has the
option to use sick leave and/or
emergency leave pertaining to the
situations covered in Items 1 and 2.

1. Death of an immediate family
member or those under the
care of the employee (spouse,
children, parents, brother,
sister, father-in-law,
mother-in-law, brother-in-
law, sister-in-law, niece,
nephew, grandchildren, grand-
parents, uncle and aunt.)
2. Emergency hospitalization of
employee or an immediate
family member or those under
the care of the employee.
3. Vehicle accident in transit
to/from workplace.
4. Vehicle malfunction in
transit to/from workplace.
5. Catastrophic loss to major
personal property (e.g. home
damaged by fire.)
6. Weather conditions that
prevent travel.

Emergency situation beyond those
specified will be considered for
approval by the president on an
individual basis. Emergency leave
requires a written statement from
the employee and is not cumulative.

The following situations are not
deemed to be emergencies and are not
granted emergency leave status:

1. Elective surgery
2. Attendance upon sick or
injured pets
3. Funerals
4. Diagnostic testing
5. Planned dental surgery
6. Providing transportation for
another individual

This policy was developed by the
Committee on Faculty and Staff and
has been approved by the president
and his administrative staff.